



Hanover County
Parks & Recreation

Parks and Rec Summer Camps

**2014 Staff-Volunteer
Manual**



Welcome !

We are sure you will find this summer to be a combination of fun, frustration, excitement and challenges.



HANOVER COUNTY
BOARD OF SUPERVISORS
Dedicated to the quality of life in Hanover



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Vision Statement

Hanover - where a family of communities, inspired by its people, traditions, spirit and history, is the foundation for its future.

Mission Statement

The mission of Hanover government is to provide a quality of life that is defined, encouraged and supported by the community itself - where government focuses efficiently and effectively on the general well-being, education and safety of the people, where service delivery is based on sound financial practices, and where growth is managed in creative and innovative ways.

MISSION STATEMENT

It is the mission of the Hanover County Parks and Recreation Department to promote, advocate, and provide the highest quality park and recreational resources and leisure services.

Hanover County Parks and Recreation offers many recreational activities ranging from classes such as Zumba and Young Rembrandts drawing courses, to special events such as the Hanover Tomato Festival and Taylor Events to programs for senior citizens and persons with disabilities. Additionally, the department sponsors athletic leagues, develops and maintains parks including Pole Green Park, Courthouse Park, Poor Farm Park, Montpeller Park and Hanover Wayside Park, as well as operate summer camps including Summer Sneakers, Mega Middle and Specialty Camps.

HANOVER CO. PARKS AND RECREATION

ADMINISTRATIVE STAFF



Director	Greg Sager
Assistant Director	Stan Thorne
Recreation Program Director	Marcy Durrer
Office Manager	Jennifer Dzielak
Facility Coordinator	Randy Marks
Maintenance Supervisor	Mike Hazelwood
Recreation Coordinator	Devin Brown
Recreation Coordinator	June Snead
Recreation Coordinator	JudiAnn Shaver
Recreation Coordinator	Niko Reikalas
Administrative Assistant	Vicki Holtzlander
Customer Service Agent II	Janet Abele
Account Clerk II	Mildred Spiggle
Program Assistant	Mary Ann Stamey

Programs:

Formerly called the Youth Summer Program, Parks and Rec Summer Camps consist of 3 types of camp programs:

Summer Sneakers - a day camp program for children who have at least completed Kindergarten through rising 6th graders. This program runs Mondays-Thursdays 8am-4:30pm.

Mega Middle - a day camp program for youth who will be entering grades 6-8 in the fall. This program runs Mondays-Thursday 8am-4:30pm.

Specialty Camps - New this year, these camps are built around a specific theme. These single-week camps run Monday - Friday 8am-5pm. Specialty Camps this year include: *Creative Campus*, *Secret Agent Camp* and *Time Traveler Camp*. These camps are for children ages 7-12.



Summer Sneakers and Mega Middle each offer 3 two-week sessions.

Session 1: June 23 - July 2 (no camp July 3)

Session 2: July 7 - 17

Session 3: July 21 - 31



The maximum **enrollment** at each site could vary from around 50 to 150 children. Families may choose to send their child everyday or just on some days of the program. Generally, attendance each day is around 85-90% of the enrollment total. Specialty Camps will have maximum enrollment of 25 children per camp.

Activities at the program include arts & crafts, sports & games, special visitors and field trips.

Summer Sneakers campers will go on the following field trips this year:

Jumpology

Hanover Lanes (bowling)

County Park for Field Day Games and Petting Zoo

Chuck E. Cheese

Middle School for Movie Day

Mega Middle campers will go on the following field trips this year:

Gather and Glaze (Pottery/Ceramics)

Hanover Sports Park (Golf-Putt Putt-Batting Cages)

Ashland Skateland

Flying Squirrels Baseball Game

Jumpology

Hanover Lanes (bowling)

County Park to help lead Field Day Games

Skate Nation Plus (Ice skating)

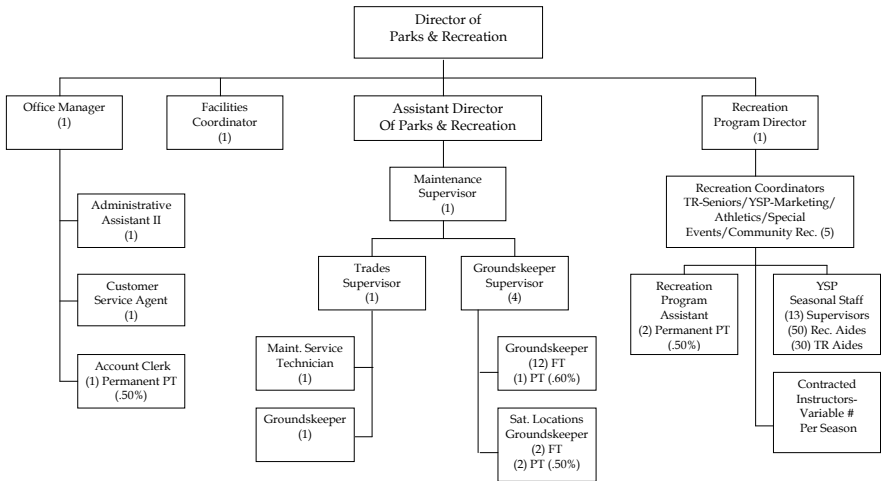
Cobblestones Water Park

Comedy Sportz Improv

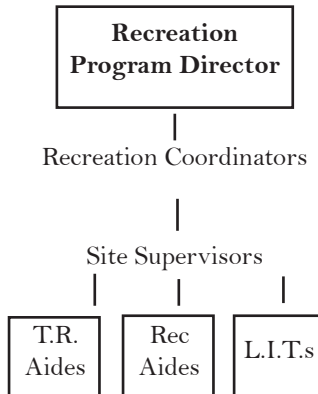




PARKS AND RECREATION STAFF ORGANIZATIONAL CHART



YOUTH SUMMER PROGRAM STAFF ORGANIZATIONAL CHART



Who are the staff at Parks and Rec Summer Camps?



As the job is a seasonal one, the majority of our summer staff members are

school teachers
college students
high school students.

Ideally the trait that all the staff have in common is an interest in working with children.

Each site has a site supervisor and rec aides. Some sites may also have Therapeutic Recreation Aides and L.I.T.s (Leaders in Training).



Recreation Aides

Recreation Aides make up the largest group of staff members in the summer program. Their impact on the children of the program is incredible.

The Rec. Aide's job responsibilities include:

- leading large and small group activities
- enforcing program rules and regulations
- developing program ideas and activities
- participating in child development by presenting a positive role model as leader and team member
- providing effective communication with site supervisor
- supporting/mentoring Leaders-in-Training

Generally there will be one rec aide per 25 children enrolled at each site.

The success of the program often comes down to the rec. aides and their ability to safely and enthusiastically lead groups of children in fun activities.





Leaders-in-Training (L.I.T.s)

L.I.T.s (Leaders-in-Training) are high school students who volunteer their time to help the children have a fun experience at the Youth Summer Program.

L.I.T.s serve as assistants and are partnered with recreation aides to plan, lead and implement program activities.

Many L.I.T.s attended the camp program as a child and now want to give back to their community by helping with this fun program. Many L.I.T.s often have the easiest time relating to the kids as they are closest to their age.

L.I.T.s should not however, be given the responsibility of leading a group alone without the help or support of another staff member.

While many L.I.T.s may eventually work the Youth Summer Program as a Recreation Aide, please know that experience as an L.I.T. will be helpful, but does not guarantee that the L.I.T. will be hired as a Rec Aide in the future.

Therapeutic Recreation Aides (TR Aides)

Depending on the number of children who have special needs at your site, there may be one or more **Therapeutic Recreation Aides** at your site as well. These individuals work closely with children with special needs to help them get the most out of the summer program. The job duties of the TR Aides include:

- helping children with disabilities get involved with camp programs and activities
- using various behavior management techniques to motivate appropriate behavior
- serving as communicator with parents to give parents accurate description of child's experience at camp
- explaining game and activity rules in the most appropriate way for child to understand
- making modifications to camp activities to allow the child to participate in the most independent way possible.

When the TR Aide's child is not in attendance, the TR Aide may work as a Recreation Aide or other role as designated by Site Supervisor or Recreation Coordinator.

All staff are encouraged and expected to interact with children with disabilities, but the TR Aide working with the child may have the most insight into what style of interaction works best.



Site Supervisor

At each site, there is one individual who is the **Site Supervisor**. This individual oversees the entire operation of his/her program site.



Their job duties include:

- staff supervision and evaluation
- establishing and maintaining proper relations with parents
- supporting the staff in child development and proper discipline guidelines
- documentation responsibilities
- field trip and activity schedule coordination
- communicating with school and Parks and Recreation personnel

This person will be your direct supervisor at your program site.

Your help in keeping the site supervisor informed of participant and staff needs is critical to the success of the program.

In addition to the staff at your site, Hanover County Parks and Recreation also employs a full-time, year-round team of recreation professionals including a **Recreation Program Director, Recreation Coordinators and part-time Recreation Program Assistant**. These individuals will be working closely with you and your Site Supervisor to help ensure that the program runs well.

Camp Policies

Additional information will be reviewed during training

Conduct. As a summer staff member, children and youth attending the summer program will look up to you. You are expected to set a good, **positive example** and **role model** for these participants. In addition, you are a direct representative of the department and Hanover County. You are expected to conduct yourself in an appropriate manner at all times while you are at work.

Tobacco. Smoking, chewing or any other use of **tobacco is not permitted** at any of the program sites, on school property, during program hours or on field trips.

Dress Code. Staff members will be given several Hanover County **Parks and Recreation T-shirts** to wear during the program. Staff are not permitted to modify their staff shirt (i.e. cut off sleeves, roll up sleeves etc.). Staff are required to wear a Parks and Rec. T-shirt each day. Staff are permitted to wear shorts, but **shorts must be of appropriate length**. Staff should present a neat, clean and professional appearance. Staff members must wear closed-toe shoes, preferably tennis shoes.

Check with your school officials or with the school dress code also regarding things such as wearing hats indoors, wearing hats backwards, wearing bandanas, etc. Some schools are very particular on these clothing items.

Tips-Gratuities. Employees of the county are not permitted to accept tips or other gratuities from parents or other individuals.

Appropriate Language. Employees are expected to use clean and **appropriate language at all times**. Cursing or profanity is not permitted. Your conversation with campers and fellow staff members should be "G" rated.

Performance Reviews. During the summer, each staff member will receive a final evaluation or performance review from his/her site supervisor. This information sharing process is designed to provide constructive feedback on your performance in order to provide the best possible program to the children of Hanover County. Performance reviews are also a factor in deciding whether or not a staff member is guaranteed their position the following summer. Additionally near the mid-point of camp, you will get a chance to meet informally with your supervisor to discuss your performance so far.

Alcohol. The Youth Summer Program is a drug-free, alcohol-free work place.

Timeliness. Staff members are expected to **be on-time** each day for work. If you are running late, notify your supervisor. Staff with tardiness issues may be given a counseling form.

Cell Phone Use. Both campers and staff members are **prohibited from using their personal cell phone** during the camp day unless approved by supervisor. Your best bet is to leave your cell phone in your car, so you won't be tempted to use it. Your site supervisor will be given a county-issued cell phone for business use.

Stay on Camp Grounds. All summer staff members are expected to **stay at the school site** throughout each day (except for scheduled field trips. Trips to McDonald's or other places (even if they are close by) are not permitted.

Personal medications. Staff members are asked to leave their personal medications locked in their car to help prevent any child from taking their medications. If certain medications must be brought into the program site (inhaler, etc.) they must be in the locked box with all others.

Time-off. Time is off granted during the Youth Summer Program ONLY with prior approval. This is to ensure that we have the appropriate number of staff members to safely meet the needs of the participants. If an illness or emergency arises contact your Site Supervisor and Recreation Coordinator immediately.

Meals. Staff members should **bring their own lunch and snacks** as there is no food service provided in the summer at the program sites. Staff are not permitted to leave camp to go pick up lunch. Please remember there are no refrigerators at camp, so you may want to bring your lunch in a cooler/insulated lunch bag. As campers are not permitted to use school microwaves, staff should refrain from this as well.

Gifts to participants.

Due to the favoritism that it may convey, staff members are not permitted to buy ice cream or pay for other items for children attending the program.

Communication with parents. All staff members should **greet parents and children to make them feel welcomed** to camp. Supervisors and Therapeutic Recreation Aides however should be the only staff members to speak with parents alone regarding camper behavior or other significant issues. Recreation Aides may be asked to relay information to parents under the supervision of the site supervisor.

Valuables. As camp is a very communal place and children may be tempted to use other's belongings, please **leave your valuables at home.**

Staff Training. Prior to the first day of camp, all staff and volunteers are expected to actively participate in (not just attend) staff training. A lot of helpful information is reviewed during this time, so please stay engaged and focused.

Appropriate Touch. Careful judgement should be used when there is any physical contact between campers and staff. While physical contact should be kept to a minimum, things such as “high fives” may be appropriate. **Campers should not sit on laps, give or be given back rubs, etc.** The same standard should be used between staff members too.

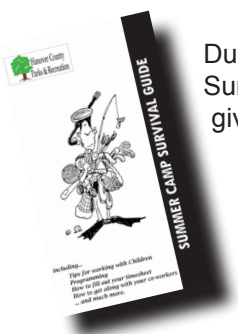
Vehicles & Transportation. **Staff members are not permitted to give participants rides to or from the program site** unless he/she is an immediate family member. Staff members should not leave the program area during camp time to go to their vehicles.

Payment of Salaries. Pay days are the 15th and last day of each month. Your first payday will be **July 15th**. This pay check will be for dates you worked June 16th to 30th, as the county pays two weeks in arrears. All employees must have direct deposit.

Counseling/Disciplinary Actions. Staff members who demonstrate inappropriate or poor work habits may be given a counseling notice. Repeated poor job performance or violation of program policies and procedures can lead to dismissal from position.

Projecting Positive Attitude. Even when you are tired, staff are expected to **project a positive attitude**. When a staff member appears lazy or disinterested, it can ruin the morale at camp for both staff and campers.

Social Media. Many staff members may be using Facebook when they are at home. Please know that many parents (and kids) will also likely look YOU up by name on Facebook, Pinterest, etc. Please think about this when information is posted on Facebook. Keeping your settings to “Friends Only” instead of “Public” is also advised. Additionally, it may not be wise to “friend” any of the children attending the program who may also be on Facebook.



Summer Camp Survival Guide

During Staff Training, you will also receive a Summer Camp Survival Guide. This booklet will give you ideas about such topics as:

- tips for working with children
- program/activity ideas
- talking with parents
- working with campers with special needs
- ...and more!

What should I do...

Additional information will be reviewed during training of what to do.

...if there is severe weather?

Notify your Site Supervisor, if he/she is unaware. Seek shelter in safe area. If a severe storm hits, your site may lose power. Be prepared. Know where to find flashlights, where to meet, etc. During your day of unpacking materials at your site (during staff training), you should learn the emergency meeting areas as well as think of activities that you can lead to keep children occupied/distracted during storm.

...if there is a fire?

Get children and other staff to safe area. Pull fire alarm. Contain fire if possible. Notify supervisor. Focus your energies on keeping everyone together and calm at a safe distance from the fire. During your day of unpacking program materials at your site, you should review your site's emergency evacuation routes.

...if a child gets hurt?

Typically it is best to not move a seriously injured child unless they are in immediate danger. You may be able to move the child though if it is a more minor injury such as a mild cut or scrape. Each site has a first aid kit. Notify supervisor. Apply appropriate first aid. If there are other children around, you may need to divert their attention by having someone lead them in another activity.

Your Site Supervisor will likely ask you to write up an incident report so that he/she can have a full understanding of what caused the incident. Typically the supervisor will be the one to explain what happened to the child's parents.

...if I am running late to work or if I am sick? Be sure to call your site supervisor. TR Aides and Supervisors also need to call their Recreation Coordinator. Failure to call may result in unexcused absence or tardiness.

...if a parent complains to me about the program? Please refer them directly to your Site Supervisor. The parent and the supervisor may ask you to stay for the conversation, but communicating with parents is primarily a supervisor responsibility.

...if a child gets sick? Let your supervisor know immediately. Your supervisor will likely call the parent to inform them of the child's health. We are not permitted to dispense any medication to a child (except for a child's regular medication which the site supervisor will handle).

...I suspect child abuse? Child abuse is a serious issue that will be discussed during staff training. Also, of course talk to your supervisor. He or she will provide direction on what to do next.



2014 Camp Locations

**Cool Spring Elementary
(Summer Sneakers)**
9964 Honey Meadows Road
Mechanicsville, VA 23116

**Henry Clay Elementary
(Summer Sneakers)**
310 S James Street
Ashland, VA 23005

**Kersey Creek Elementary
(Summer Sneakers)**
10004 Learning Lane
Mechanicsville, VA 23116

**Laurel Meadow Elementary
(Summer Sneakers)**
8248 Lee-Davis Road
Mechanicsville, VA 23111

**Liberty Middle
(Mega Middle)**
13496 Liberty School Road
Ashland, VA 23005

**Oak Knoll Middle
(Mega Middle)**
10295 Chamberlayne Road
Mechanicsville, VA 23116

**Pole Green Elementary
(Summer Sneakers)**
8993 Pole Green Park Lane
Mechanicsville, VA 23116

**South Anna Elementary
(Summer Sneakers)**
13122 Walton's Tavern Road
Montpelier, VA 23192

Important Contact Phone Numbers:

Site Supervisor _____

Parks and Recreation Office:
(804) 365-7150